



# HABEAS CORPUS RESOURCE CENTER

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50 Fremont Street, Suite 1800, San Francisco, California 94105  
(415) 348-3800 (415) 348-3873 Fax

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** LITIGATION SUPPORT ASSISTANT - Investigator Track

**JOB REQUISITION:** 2631

**LOCATION:** San Francisco, California

**SALARY:** Litigation Support Assistant I:  
\$2905 - \$3,588 per month

Litigation Support Assistant II:  
\$3,196 - \$3,947 per month

### OVERVIEW

The Habeas Corpus Resource Center (HCRC) is accepting applications for a Litigation Support Assistant –Investigator Track. Under supervision, an HCRC Litigation Support Assistant assists investigators, paralegals and attorneys in the performance of duties associated with the representation of death-row inmates in habeas corpus proceedings; conducts special projects; and performs related work as assigned.

HCRC seeks motivated applicants with intellectual curiosity and excellent computer, writing, organizational and interpersonal skills to participate in the legal defense of death row prisoners. Candidates must be trustworthy with confidential information, have a track record of exercising good judgment, be able to establish rapport with a wide range of people, be available to travel, both in state and out of state, and show a commitment to the defense of or advocacy for indigent defendants.

#### Litigation Support Assistant I –Investigator Track:

Litigation Support Assistant I is the entry-level class for applicants interested in becoming a Habeas Corpus Investigator. Initially under close supervision, Litigation Support Assistants will be assigned to legal teams and will be trained to provide assistance to investigators that are conducting investigations. As experience is gained, there is greater independence of action within established guidelines. This class is alternatively staffed with Litigation Support Assistant II, and employees may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level.

#### Litigation Support Assistant II – Investigator Track:

Litigation Support Assistant II is the journey-level class of this series, fully competent to independently perform the full range of litigation support duties and interested in becoming a Habeas Corpus Investigator. Members of this class exercise significant independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

### RESPONSIBILITIES

Typical duties include assisting in the following:

- Planning, organizing, and conducting investigations to support the legal defense of persons convicted in capital cases;
- Locating, retrieving, reviewing, and analyzing records and other factual materials;
- Researching, organizing, and analyzing information related to topics such as mental health, social history, and forensic evidence;
- Maintaining files and information reference systems;
- Operating and maintaining a range of photographic, tape, graphic, and projection equipment; and

- Scanning original documents into databases

## **QUALIFICATIONS**

Litigation Support Assistant I: Equivalent to a possession of a bachelor's degree

Litigation Support Assistant II: Equivalent to possession of a bachelor's degree and one year performing investigation support. Additional directly related college level education may be substituted for a portion of the experience

OR

One year as a Litigation Support Assistant I.

Knowledge of:

- General concepts and principles involved in project assignments;
- Principles of organizing and summarizing data and information;
- The operation of personal computers and the use of specified computer applications, such as word processing, databases and spreadsheets;
- Principles and techniques of preparing a variety of effective written materials; and
- Computer proficiency with PCs, preferably in Microsoft Word, Outlook, Excel, and Access.

These positions require a valid California Driver's License.

## **DESIRABLE QUALIFICATIONS**

- Familiarity and interest in mental health issues;
- Familiarity with cultural diversity issues;
- Fluency in oral and written Spanish; and
- Proficiency in legal software and/or document management databases.

Working hours are Monday through Friday from 8:30 a.m. to 5:30 p.m. LSAs may be required to travel and to work overtime and on holidays, evenings, or weekends.

## **HOW TO APPLY**

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered. Please refer to "Litigation Support Assistant-Investigator Track, Job Req. #2631" in all communications, including your application. For earliest consideration, please apply by September 15, 2006. Applications will be accepted after the earliest consideration date for as long as the announcement is posted. This position is opened until filled. Applicants from prior recruitments must reapply for consideration.

Selection Procedure:

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

To apply online, go to <http://www.courtinfo.ca.gov/careers/view.htm>

To obtain a printed application, please visit [www.hcrc.ca.gov](http://www.hcrc.ca.gov).

Habeas Corpus Resource Center  
415-348-3800  
415-865-4272 (Telecommunications Device for the Deaf)

Please mail or fax printed applications to the following address:

Habeas Corpus Resource Center  
50 Fremont Street, Suite 1800  
San Francisco, CA 94105

**PAY AND BENEFITS**

Salary Range:

Litigation Support Assistant I:

\$2905 - \$3,588 per month

Litigation Support Assistant II:

\$3,196 - \$3,947 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPers Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

***AN EQUAL OPPORTUNITY EMPLOYER***

**A supplemental questionnaire follows this announcement.**

**Supplemental Questionnaire for  
Req. #2631  
Litigation Support Assistant - Investigator Track**

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. What relevant experience do you have that has prepared you for this position?
3. Please describe an example of a complex project that you have completed and for which you had primary responsibility.
4. Describe your experience in conducting or assisting with research, gathering information, and/or interviewing.
5. Are you proficient in file and records management? If so, briefly describe the scope and depth of your relevant education and experience.
6. Please describe your proficiency in any foreign languages.
7. Are you experienced in performing word processing functions? If so, briefly describe your experience.
8. Candidates should answer each of the items listed below. These questions refer to your office automation skills. For each computer application listed below, choose your level of proficiency: "Beginner", "Intermediate", "Advanced" or "None".
  - a. Word?
  - b. Word processing (tables)?
  - c. Word processing (mail merge)?
  - d. Other word processing software? Please specify.
  - e. Outlook?
  - f. Litigation Support software? Please specify.
  - g. Excel?
  - h. Other spreadsheet software? Please specify.
  - i. Microsoft Access?
  - j. Other database software? Please specify.
  - k. Other relevant software? Please specify.